



**GOLD**  
DRUM & BUGLE CORPS

26

**STAFF  
HANDBOOK**



# 2026 Staff Handbook

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## VISION

*Gold provides progressive and highly developed instruction and mentoring from passionate, experienced, and professional individuals to young adults in our local communities. We promote dedication, discipline, teamwork, and a commitment to youth development and performance excellence. The students we teach will experience life-changing moments and begin a journey that will prepare them with skills invaluable in the real world. Our hope is to instill confidence, character, passion and drive into our students while providing enjoyment to our local community and to audiences nationwide.*

## MISSION

*Gold's primary purpose is to enrich the educational, social, ethical and performing arts lives of young adults through the art of marching music instruction and performance.*



# BACKGROUND CHECK POLICY

Gold Youth Arts Organization relies on volunteers, employees and independent contractors to support its educational programs. With our need to protect our students, Gold will complete criminal background checks. Therefore, we establish the following policy and process for the screening of our volunteers, employees and independent contractors.

- Each volunteer, employee and independent contractor who will have regular, direct contact for more than two consecutive 24-hour periods or who will travel with the corps shall be subject to a background investigation.
- The Executive Director has the discretion to perform background checks for one-time volunteers.
- Gold shall use an independent entity with access to the U.S. National, State, and County databases.
- to process the investigation. Criminal background checks will be conducted using identifiers such as date of birth, social security number, full name, and address. The organization will use the Criminal History Background Check, which does not require fingerprinting.
- To protect the confidentiality of the volunteer, employees or independent contractor, the information gathered shall be sent to the Executive Director.
- The Executive Director shall have all the right to reject, allow or limit a volunteer, employee or independent contractor's participation with Gold based on the information obtained from the background investigation.
- The Executive Director of Gold Youth Arts Organization will serve as the custodian of records for the background check information, maintaining it in a secure location. Information from the background checks is confidential and cannot be shared without proper authorization. In case concerning information is revealed, the custodian may consult with one or two members of the organization to determine the appropriate course of action.
- Individuals who volunteer or work on an annual basis shall be subject to a background investigation every 2 years.
- Gold will keep all background check information on file for at least 2 years.

## ADVERSE ACTION CRITERIA

Subject to extenuating or mitigating circumstances and a majority vote of the Board of Directors:

- A felony conviction of any crime, or a misdemeanor conviction for a violent crime within the past 10 years, will disqualify an applicant.
- Felony or misdemeanor convictions of any sex-based crime will disqualify an applicant.
- A felony conviction for any non-violent crime within the past 10 years will generally disqualify an applicant.
- Misdemeanor conviction of a non-violent crime within the past 5 years will generally disqualify an applicant.
- The Executive Director on a case-by-case basis shall evaluate any reported convictions that fall outside the scope of the categories identified above.



# HAZING & ANTI-BULLYING

As an organization dedicated to the advancement of marching music production and the enrichment of individuals through education, competition, and entertainment, Gold Youth Arts holds a position of trust and leadership within the marching arts community. In alignment with our mission, members, staff, and volunteers of Gold are entrusted with upholding conduct that supports the educational, performance, and operational aspects of our organization, while also safeguarding its reputation.

It is the responsibility of Gold's members, staff, and volunteers to refrain from engaging in conduct that disrupts or interferes with the educational, performing, or working functions of the organization. Additionally, any behavior that brings negative attention or harm to the reputation of Gold is not acceptable.

Respect for others is paramount within Gold Youth Arts' organization. Therefore, the following actions by any member, staff member, or volunteer are strictly prohibited:

- **Abuse:** This includes verbal comments that belittle or slander others.
- **Harassment:** Harassment encompasses unwelcome verbal, non-verbal, or physical behavior that is severe and pervasive, leading to embarrassment, hostility, or ridicule towards another member, staff, or volunteer of Gold Youth Arts. Examples of prohibited harassment include jokes or pranks that are overtly hostile or demeaning, creating an environment that is intimidating, hostile, abusive, or offensive in learning, working, or performance settings.
- **Bullying/Hazing:** This involves the use of physical or verbal aggression with the intent to harm another person. It includes acts that intimidate, embarrass, or ridicule others. Such behaviors and activities encompass:
  - Verbal abuse, such as derogatory remarks, insults, and epithets.
  - Slandering, ridiculing, or maligning a person or their family.
  - Verbal or physical conduct that is threatening, intimidating, or humiliating.
  - Sabotaging or undermining an individual or group's marching ensemble performance or experience.
  - Unwelcome physical contact, such as pushing, shoving, kicking, poking, tripping, assault, or threats of such conduct, or causing damage to a person's work area or property.
  - Inappropriate electronic communication, including the use of social media, email or text messaging in a threatening, intimidating, or humiliating manner.

Bullying and hazing can take the form of a single severe incident or a repeated pattern of behavior. Regardless of the form it takes, such actions are unwelcome and pose risks to the health and safety of Gold's members, staff, and volunteers. However, minor incidents or annoyances, unless severe and pervasive, typically do not constitute a violation.

- **Disruptive and Disorderly Conduct:** Intentionally or recklessly infringing upon the rights, privacy, or privileges of others within Gold, including members, staff, or volunteers, is prohibited. Conduct that disrupts the peace, such as excessive noise, drunkenness, or public disturbances, during events, practices, or training sessions, is not tolerated.
- **Harm, Threats of Harm, and Dangerous Behavior:**
  - Conduct that threatens, endangers, or causes physical, mental, or emotional harm to others.
  - Engaging or threatening to engage in behavior that poses an immediate danger to the life, health, welfare, safety, or property of any member, staff, or volunteer.
  - Actions that harm or interfere with the normal operations of Gold.
- **Sexual Harassment and Sexual Misconduct:**  
Refer to the Sexual Misconduct Policy.
- **Property Damage:** Destruction, damage, littering, or vandalism of any property, including facilities rented or used by Gold for the benefit of participants. This also includes the unauthorized use of phone lines, networks, or other properties for illegal or immoral activities.
- **Disrespect for Others' Property: Attempted** or actual theft, embezzlement, misappropriation, possession, or vandalism of any property.
- **Unauthorized Entry or Use:** Unauthorized access, entry, presence, or use of facilities or grounds without explicit permission from an authorized official.
- **Violation of Law:** Any breach of federal, state, or local laws is considered a violation of Gold's standards of conduct.

**Violations of this policy may be reported to the Executive Director or Board of Directors.**



# FRATERNIZATION, SEXUAL ABUSE AND DUTY TO REPORT

Gold Youth Arts Organization (GYAO) has implemented comprehensive policies designed to prevent instances of abuse within its various programs. The primary objective of this youth protection policy is to safeguard children from harm while they are participating in GYAO's programs and services, ensuring their safety from both adults and other participants.

In accordance with this policy, individuals working within any program or service of GYAO, including employees, staff, contractors, or volunteers, will be collectively referred to as "Adults" or "Personnel." Students, members, or participants will be referred to as "Participants." When discussing both Adults/Personnel and Participants together, they will be referred to as "Individuals" or "Persons."

Sexual misconduct, encompassing sexual harassment, non-consensual sexual acts or contact, sexual exploitation, and stalking, is strictly prohibited within GYAO's programs.

One-on-one contact between adults, staff, and volunteers of Gold and the members of the Corps is expressly prohibited. Romantic and sexual relationships between staff and marching members, or between volunteers and marching members, regardless of their respective ages, are also expressly prohibited.

## **Sexual Harassment:**

Sexual harassment is defined as unwelcome sexual conduct that either creates a hostile environment or is presented as a demand in exchange for gaining something, whether in the workplace or institution. Such behavior is illegal and encompasses a wide range of actions, including:

**Visual:** Ogling or staring; displaying inappropriate posters, pictures, magazines, or fliers.

**Verbal:** Repeated requests for dates, probing into personal life, making lewd comments or jokes, or whistling.

- Written: Sending love letters, obscene letters, or distributing lewd bumper stickers or cards.
- Touching: Invading personal space, patting/grabbing, pinching, caressing, or kissing without consent.
- Abuse of Power: Leveraging one's position to request dates, sexual favors, etc.
- Threats: Making demands with promises of preferential treatment in exchange (quid pro quo).
- Coercion: Using physical force, assault, or rape to obtain sexual compliance.

## **Sexual Assault:**

Sexual Assault encompasses physical or sexual acts carried out against a person's will or when the person is unable to give consent due to temporary or permanent mental or physical incapacity. This can occur when the individual is below the minimum age of consent, or when they are incapacitated due to the influence of drugs and/or alcohol.

## **Sexual Exploitation:**

Sexual Exploitation involves taking sexual advantage of another person for one's own benefit or the benefit of a third party without their consent. This encompasses various actions, including but not limited to:

- Sexual voyeurism
- Indecent or lewd exposure
- Recording any individual engaged in sexual, private, or intimate activity in a private space without their consent.
- Distributing personal sexual information, images, or recordings without consent
- Inducing incapacitation in another person with the intention of engaging in sexual conduct.

**Stalking:**

Stalking entails engaging in a pattern of behavior directed at a particular individual that would reasonably cause:

- (A) Fear for their safety or the safety of others; or
- (B) Significant emotional distress.

- Stalking behaviors can occur through various means, including electronic communications such as social media, a practice commonly referred to as cyberstalking.

**Barriers to Abuse**

GYAO takes immense pride in the caliber of its employees, staff, contractors, and volunteers. Serving as personnel of GYAO is considered a privilege, not an entitlement. Given the paramount importance of program quality and participant safety, exemplary adult leadership is essential. Therefore, GYAO is dedicated to recruiting the most qualified leaders available.

Applications for both initial and ongoing employment or contract work undergo rigorous scrutiny, including thorough background checks, before any applicant is permitted to work. While no screening process can guarantee the identification of every potential child molester, the risk of accepting such individuals can be mitigated by gathering as much relevant information as possible prior to placement. This includes assessing the applicant's experience with children, their motivations for joining GYAO, and their approach to discipline, among other factors.

In order to enhance security for all participants, GYAO has implemented the following policies. These policies are primarily intended to safeguard participants, but they also serve to protect personnel from unfounded accusations of abuse.

**Two-person Interaction Policy:**

For every gathering, such as rehearsals, events, performances, or outings like concerts, tours, or other activities, GYAO mandates the presence of either two members of its personnel or one participant alongside a screened volunteer. At least one of these individuals must be aged 21 or older. This policy ensures an additional layer of supervision and safety for all involved.

**No One-on-One Contact Policy:**

GYAO strictly prohibits one-on-one private meetings between personnel and participants, except in situations necessitating personal attention, such as private conferences or instruction. In such cases, the meeting must occur within view of other adults, participants, or in an open-door setting. Any exceptional circumstances requiring direct one-on-one contact, such as a single adult driving a sole participant to camp, are only permissible with explicit and direct approval from the participant's parent or legal guardian. Participants over the age of 18 may provide written approval, filed with the GYAO Directors, for such instances. This policy ensures transparency and safeguards the well-being of all involved.

**Additional Transportation Policy:**

When utilizing transportation arranged by GYAO for trips to and from GYAO functions, the responsible adult must adhere to the following guidelines:

1. Designate a meeting place, date, and time.
2. Establish a plan for making periodic check-point stops as a group along the route.
3. Plan daily destination points.

For larger vehicles, optimal supervision involves the presence of two adults. In the case of smaller vehicles, supervision by one adult is acceptable, provided that the vehicle carries a minimum of two or more participants. However, in non-emergency or non-medical situations, one-adult-to-one-participant travel is not permissible unless the adult is the participant's parent or legal guardian. These measures are implemented to ensure the safety and security of all participants during transportation to and from GYAO functions.

**Policy on Large Single-Room or Dormitory-Type Accommodations:**

In instances where adults and participants of the same gender share dormitory or large single-room accommodations, the following conditions must be met:

1. Minimum Occupancy: There must be a minimum of two adults and four participants present.
2. Supervision: At least one of the adults must be a GYAO adult who is well-versed in GYAO child safety policies.
3. Privacy Measures: Adults are required to establish separation barriers or privacy zones within the accommodations. This can include setting up temporary blanket or sheet walls to maintain separation between sleeping and dressing areas for adults and youth.

**Sleeping Facilities Policy:**

Whenever feasible, male and female participants are to be provided with separate sleeping facilities. In situations where large single-room or dormitory-type accommodations are utilized, male and female participants will be separated by a substantial dividing space. Additionally, a strict policy of one sleeping bag or blanket per participant will be enforced.

**Dorms and Hotels Policy:**

Under no circumstances is a single adult permitted to be alone in a male or female participant(s)' room with the door closed. There must always be a minimum of two adults present at any given time.

**Policy on Private Staff-Only Sleeping Areas:**

Participants or students are strictly prohibited from accessing private staff-only sleeping areas, including but not limited to school classrooms, hotel rooms, dorm rooms, and staff buses, at any time.

**Restroom and Shower Facilities Policy:**

In instances where separate shower and restroom facilities are not available, the following measures should be implemented:

- Scheduled Use: Separate times for male, female, and non-binary use of facilities should be scheduled and clearly posted. Separate times and/or facilities will be allocated for all adult staff and volunteers.
- Group Encouragement: Participants should be encouraged to visit restroom and shower facilities in groups of two or more, whenever possible.
- Privacy Measures: Restroom stall doors should ideally be equipped with privacy latches or display signs indicating "Occupied" or "Unoccupied."
- Respect for Privacy: Everyone is expected to respect privacy during activities such as changing clothes or taking showers, particularly in situations where separate adult and participant locker rooms are unavailable.

GYAO does not discriminate, and accommodations will be provided to the best of our ability, taking into account various factors such as the nature of the request, available facilities, and scheduling constraints. Individuals are encouraged to consult with the onsite director or manager for assistance with accommodations.

**Safety Rule of Four:**

For events organized by GYAO, no fewer than four individuals must participate, comprising two adults and two participants. Only in the case of an emergency may the group of four separate into two independent groups. However, each independent group must consist of one adult and one participant to ensure continued supervision and safety.

**Social Gatherings Policy:**

Staff members participating in social gatherings that involve current participants must acknowledge that such events will be considered official gatherings of GYAO. Therefore, they are required to notify and obtain permission from management. All rules and policies of GYAO will be in effect at such gatherings, and staff behavior must adhere to all work standards and expectations.

**Proper Preparation to Minimize Risk Policy:**

Recognizing that all activities entail inherent risk, GYAO emphasizes the importance of thorough preparation to mitigate these risks. Prior to engaging in any activity, a comprehensive review should be conducted. Activities posing increased risk should not be undertaken without ensuring proper preparation, including:

- Equipment: Ensuring that appropriate equipment is available and in good condition for the activity.
- Clothing: Wearing suitable attire that provides necessary protection for the activity.
- Supervision: Assigning qualified supervisors to oversee and guide participants during the activity.
- Safety Measures: Implementing relevant safety protocols and measures to minimize risk and ensure the well-being of all involved.

**No Secret Organizations/Social Groups Policy:**

GYAO unequivocally does not endorse or recognize any secret organizations or social groups as part of the organization. All activities conducted by GYAO, including those under GYAO, are transparent and open to observation by parents, personnel, and volunteers.

**Appropriate Attire Policy:**

Participants are required to wear proper clothing suitable for the activities they engage in. Activities such as skinny-dipping are not considered appropriate as part of GYAO and are therefore prohibited.

This policy ensures that participants adhere to appropriate dress standards during GYAO activities, promoting a safe and respectful environment for all involved.

**Constructive Discipline Policy:**

Discipline employed within GYAO must be constructive and align with high moral standards. Under no circumstances is corporal punishment permitted.

For further details and elaboration on this policy, please refer to the GYAO's "Handbook for Members" section titled "Behavior."

**Hazing Prohibited Policy:**

GYAO strictly prohibits any form of hazing and/or initiations as part of its procedures. Such activities are strictly prohibited and may not be included in any aspect of GYAO operations.

**Training and Supervision of New Personnel Policy:**

Senior adults within GYAO are responsible for monitoring and guiding the leadership and instructional techniques used by junior adults to ensure compliance with all organizational policies.

**DUTY TO REPORT VIOLATIONS**

It is the affirmative obligation of all management, staff, volunteers and members to immediately report in good faith any violation of the law or of the policies of Gold to either the Executive Director or any member of the Board of Directors. Should circumstances prevent such immediate reporting, any violation shall be reported as soon as possible.

Upon receiving any such report, appropriate action shall be taken to protect the health, welfare and rights of the reporting parties, supervisors, witnesses, and any other individuals involved. The nature of the complaint, the identity of the reporting party, and any other individuals involved shall be kept confidential until the matter is reviewed by the Executive Director or the Board Chairman. Confidentiality shall apply and remain to the maximum degree possible.

Gold shall take any and all measures they feel appropriate to investigate any violation of law or the policies of Gold, including interviews with the individuals involved and witnesses to any conduct, and review of written and electronic communications. Should a complaint be substantiated, disciplinary action in the sole and absolute discretion of the Executive Director or the Board of Directors shall be taken, up to and including termination of the individual's relationship with Gold and reporting the incident to appropriate civil or law enforcement officials.

Similarly, false reporting will also not be tolerated. Should it be determined after appropriate investigation that an allegation was brought based upon revenge, anger, dislike or any other improper motive, the individual or individuals making the false report are subject to immediate disciplinary action as set forth above, in the absolute and sole discretion of the Executive Director or the Board of Directors.



# CONTRABAND POLICY

The possession of contraband by staff, volunteers and members of Gold Youth Arts Organization is strictly prohibited. Contraband includes any item or material that poses a risk to the safety, wellbeing, or reputation of individuals or the organization. This includes but is not limited to:

- Weapons of any kind.
- Firearms, ammunition, or fireworks.
- Explosive or flammable substances.
- Toxic or hazardous materials.
- Controlled or Illegal drugs.
- Alcohol
- Tobacco
- Vaping devices, e-cigarettes, and related products.

Any contraband found will be immediately confiscated, and disciplinary action will be taken at the discretion of the Executive Director, which may include dismissal from the corps or termination of affiliation.

## TOBACCO, VAPING, ALCOHOL, AND DRUGS

### **Tobacco and Vaping:**

- The use of tobacco products, e-cigarettes, and vaping devices is strictly prohibited on all school grounds, housing sites, rehearsal fields, buses, corps vehicles, and camp locations, including outdoor spaces used by the corps.
- This prohibition applies at all times, regardless of state or local laws regarding tobacco or nicotine products.
- Possession of vaping or tobacco products by minors is not permitted under any circumstances.

### **Alcohol:**

- The possession, use, consumption, distribution, or display of alcohol is strictly prohibited in and around corps facilities, vehicles, housing sites, rehearsal fields, and event locations.
- Being under the influence of alcohol while participating in or attending corps activities is also prohibited.

### **Drugs and Controlled Substances:**

- The possession, use, consumption, or distribution of controlled substances—including but not limited to marijuana, cocaine, amphetamines, tranquilizers, barbiturates, or synthetic drugs—is strictly prohibited.
- The misuse or sharing of prescription medication is also strictly prohibited.
- Any member found in violation may face immediate removal from the corps and, where applicable, referral to law enforcement.

## SCOPE AND ENFORCEMENT

- These policies on contraband, tobacco, vaping, alcohol, and controlled substances are in effect continuously—from the first day of auditions through the end of the performance season, including all travel, housing, and return to California or home base.
- Violations will result in disciplinary action as determined by the Executive Director or the Gold Youth Arts Organization Board of Directors, up to and including dismissal or permanent exclusion from participation.
- Gold Youth Arts Organization maintains a zero-tolerance policy toward contraband and substance use in any form. This policy is designed to protect the health, safety, and integrity of all members, uphold community trust, and ensure the professional standards expected of every participant in Gold Drum & Bugle Corps.



# ANTI-DISCRIMINATION POLICY

Gold Youth Arts Organization upholds a strict policy against discrimination or adverse treatment of individuals based on their Protected Status, with exceptions made only for artistically-informed casting purposes. Discriminatory harassment, which includes unwelcome conduct denigrating or showing hostility toward an individual due to a protected category, is strictly prohibited.

"Protected status" encompasses various factors such as race, color, creed, ethnicity, ancestry, national origin, sex, gender, gender identity or expression, sexual orientation, age, religion, marital status, veteran status, disability or physical ability, or other legally protected classification.

Harassment in any form, whether verbal, non-verbal, or physical, that targets an individual or member of Gold Youth Arts based on their protected status, constitutes a form of discrimination if it hinders their ability to participate in or benefit from Gold's programs and activities.

Examples of prohibited conduct under this policy include jokes or pranks that are demeaning or hostile toward a person's protected status, or that create an intimidating, hostile, abusive, or offensive environment. Bullying and hazing may also be considered forms of discrimination and are addressed under separate policies.



# WHISTLEBLOWER POLICY

At Gold Youth Arts Organization, we uphold high standards of conduct among all members, staff, and volunteers. It is our commitment to honesty, integrity, and respect, as well as compliance with all applicable laws, regulations, and policies. We recognize the importance of providing a confidential and anonymous avenue for reporting any concerns or potential violations.

## **Purpose:**

The purpose of Gold Youth Arts' Whistleblower Policy is to establish clear procedures for:

- Submitting concerns regarding questionable practices, conflicts of interest, legal violations, or unsafe activities on a confidential and anonymous basis.
- Receiving, retaining, and resolving complaints.
- Protecting individuals reporting concerns from retaliatory actions.

## **Reporting Responsibility:**

Every staff member, volunteer, and member of Gold is obligated to report any potential violations of laws, regulations, or policies. This includes:

- Questionable accounting practices, business ethics, conflicts of interest, bribes or kickbacks, legal or regulatory violations, or unsafe activities.
- Violations or suspected violations of Gold Youth Arts' Staff Code of Conduct or Member Code of Conduct.

## **Reporting Mechanism:**

To facilitate anonymous reporting, Gold has established a web-based mechanism on its website. This form allows individuals to describe their concerns while remaining anonymous. The reporting capability is prominently featured on our website as part of our whistleblower policy at: <http://www.goldyoutharts.org/safety/>

## **Investigation and Confidentiality:**

- Reports submitted will be forwarded to at least three members of Gold's administrative staff and Board of Directors. The person making the report (if not anonymous) will be notified of receipt within seven days. All reported issues will be promptly investigated.
- After the investigation, a report with conclusions and recommendations will be submitted to the Board of Directors. Any reports involving criminal or sexual conduct with a minor will be reported to the appropriate law enforcement agency.
- Confidentiality will be maintained to the fullest extent possible throughout the process.

## **Retaliation:**

Gold Youth Arts prohibits retaliation against individuals who make reports in good faith. However, action may be taken against those who make reports based on false information or without reasonable belief of wrongdoing.

By providing a clear framework for reporting and protecting whistleblowers, we uphold our commitment to integrity and accountability within Gold Youth Arts Organization.



# SOCIAL MEDIA POLICY

## **Purpose & Scope**

This policy applies to all members, staff, volunteers, alumni, and affiliates of Gold Youth Arts Organization ("GOLD"). Social media is defined as any online platform or publication that allows interactive communication, including (but not limited to) Facebook, Instagram, Twitter/X, YouTube, TikTok, Snapchat, LinkedIn, Discord, blogs, forums, and text messaging groups.

The policy governs both official organizational accounts and personal accounts when representing or referencing GOLD.

The goal is to protect participants, uphold GOLD's mission and reputation, and ensure compliance with legal and ethical standards.

## **General Guidelines for All Participants**

- Obey the Law: Comply with federal, state, and local laws, including copyright, trademark, harassment, and child protection laws.
- Respect & Professionalism: Demonstrate respect for fellow members, staff, competitors, alumni, and the broader drum corps community. Harassment, bullying, discrimination, or abusive behavior will not be tolerated.
- Digital Footprint: Online posts are permanent and may reflect on you and GOLD even after deletion.
- Representation: Do not present personal views as official positions of GOLD. If identifying as a member or staff, clarify that opinions are your own.
- Protect Minors: Adults (18+) must not share identifying details or personal information about minors. Follow GOLD's Youth Protection Standards.

## **Confidentiality & Intellectual Property**

- Do not post confidential or proprietary information about GOLD operations, finances, staff, or members.
- Respect copyright and fair use. Do not post full show music, rehearsal footage, or copyrighted material without approval.
- GOLD logos, uniforms, and trademarks may not be used for endorsements, political causes, or promotions without authorization.

## **Content Standards**

- Appropriate Content Only: Sexual, violent, discriminatory, or age-inappropriate content is prohibited.
- Respect for Competitors: Do not criticize other organizations or performing groups.
- Accuracy: Strive for factual, respectful information. Correct mistakes promptly.
- Photography & Media: Share photos/videos only with consent (and parental consent for minors).

## **Guidelines for Official GOLD Accounts**

Only authorized staff or volunteers may post on GOLD's official accounts, who must:

- Maintain GOLD's brand voice: professional, positive, inclusive.
- Follow visual identity standards (logos, colors, fonts).
- Fact-check content before posting.
- Avoid political endorsements or personal opinions.
- Engage respectfully online and escalate sensitive issues.

## **Best Practices for Personal Social Media Use**

- Think Twice Before Posting: If you wouldn't say it in front of leadership or parents, don't post it.
- Separate Personal & Organizational Voice: Make clear when speaking for yourself.
- Respect Boundaries: Do not privately message minors.
- Be Supportive: Share GOLD's official posts to amplify the mission positively.

## **Enforcement & Consequences**

Violations may result in removal from membership (without refund), staff termination, or loss of volunteer privileges. Severe violations (harassment, illegal activity, explicit content) may be referred to law enforcement or result in permanent separation from GOLD.

## **Questions & Clarifications**

If in doubt about whether something is appropriate to post, ask the Executive Director before publishing.

## **Alignment with DCI's Community Code of Conduct & Ethics**

As a member organization of Drum Corps International (DCI), Gold Youth Arts Organization fully adopts and enforces the principles of the DCI Community Code of Conduct & Ethics Guidelines.

In the context of social media, this means:

- Safety First: All online communication must protect the safety and well-being of members, especially minors.
- Respect: Posts, comments, and interactions must not include harassment, bullying, or discriminatory behavior of any kind.
- Professionalism: All online activity should reflect honesty, fairness, and integrity.
- Compliance: Members, staff, and volunteers must follow DCI rules, GOLD policies, and applicable laws in online activity.
- Accountability: Online misconduct is treated the same as in-person misconduct. Violations will result in corrective action or removal, in accordance with both GOLD and DCI disciplinary procedures.



# LIGHTNING & SEVERE WEATHER

Gold prioritizes the safety of its members and staff, especially during outdoor activities where the risk of lightning strikes is heightened. Here's our lightning safety protocol:

## **Monitoring Threatening Weather**

The Health Team Manager will be responsible for monitoring threatening weather conditions and notifying the Executive Director, who has the authority to remove the corps from an athletics site or event.

Daily monitoring of local weather reports before any practice or event is essential. Suspension and resumption of rehearsal or performance will be at the direction of this member.

In all circumstances, any direction from local authorities or facility/event staff will take precedence over the decisions of corps staff.

## **Additional Lightning Notes**

- Lightning's distance from you is easy to calculate: if you hear thunder, it and the associated lightning are within auditory range... about 6-8 miles away. The distance from Strike A to Strike B also can be 6-8 miles. Ask yourself why you should NOT go to shelter immediately. Of course, different distances to shelter will determine different times to suspend activities. A good lightning safety motto is: "If you can see it (lightning) flee it; if you can hear it (thunder), clear it."
- If you feel your hair standing on end, and/or hear "crackling noises" - you are in lightning's electric field. If caught outside during close-in lightning, immediately remove metal objects (including baseball cap), place your feet together, duck your head, and crouch down low in baseball catcher's stance with hands on knees.
- People who have been struck by lightning do not carry an electrical charge and are safe to handle. Apply first aid immediately if you are qualified to do so. Get emergency help promptly.

## **Unsafe Locations**

Outside locations increase the risk of being struck by lightning during thunderstorms. Structures labeled as "shelters," including dugouts, refreshment stands, open press boxes, rain shelters, golf shelters, and picnic shelters, are not safe during lightning storms. Other dangerous locations include high ground, bodies of water, and areas near light poles, towers, and fences.

## **Safe Shelter**

In the absence of a sturdy building, vehicles with hard metal roofs (excluding convertibles and golf carts) provide a measure of safety. Occupants should keep windows shut and avoid touching the metal framework of the vehicle.

## **Phone Usage**

Avoid using landline telephones during thunderstorms, as people have been injured or killed while using them. Cellular or cordless phones are safe alternatives in emergency situations.

## **Resuming Activities**

A 30 minute period will have elapsed from the last observed lightning or thunder before resuming outdoor activities. At night, lightning may be visible at a greater distance, but activities should only resume after assessing the threat based on both thunder and lightning visibility.



# HYDRATION AND HEAT INDEX POLICY

## Hydration Protocol for Drum Corps Activities:

Given that the majority of drum corps activities take place outdoors during the summer, it's crucial to prioritize hydration to maintain performers' health.

### Daily Hydration Goal:

- Performers should aim to drink approximately one gallon of water per day. This translates to an additional cup of water for every hour they are awake.

### Preparing for Rehearsals:

- Performers are reminded to fill their one-gallon jugs with fresh water before every rehearsal block. They are also encouraged to drink the fluids provided at the food truck during mealtime, which help replace electrolytes.

### Rehearsal Breaks:

- During rehearsals, a water break will be scheduled at appropriate intervals. NO member will be denied an opportunity for a water break or rest period for any reason.

### Adaptation to Heat Index:

- The frequency and duration of water breaks are adjusted based on the heat index, which factors in the outside temperature and humidity. As the heat index increases, indicating hotter and more humid conditions, more frequent water breaks are taken, and longer rest periods are provided. Specific guidelines for adjusting water breaks based on the are provided below.

## DAILY HEAT PLAN

In order to gain a quantitative assessment of heat in athletics, the wet bulb globe temperature (**WBGT**) has been determined to be the industry standard in athletics and marching arts (NCAA, MLS, Korey Stringer Institute, two dozen state high school athletic sanctioning bodies). The WBGT device is a measurement tool that uses sunshine, ambient temperature, relative humidity, wind, and solar radiation. Monitoring WBGT both prior to and during all rehearsals and shows allows for implementation of guidelines that determine safe modifications in activity level (work/rest ratios, hydration breaks, cooling breaks, clothing choice, rehearsal time and length) with the goal of reducing heat illness risk.

The Health Team Manager will be responsible for identifying and communicating the daily heat plan to all administrative and educational staff. Decisions regarding acceptable operations will be made based on the anticipated weather plan and will be updated hourly based on the current WetBulb Globe Temperature.

The Health Team Manager will appoint a member of the admin team to measure and document the WetBulb Globe Temperature on an hourly basis, using the WetBulb Globe (Kestrel 5400 series) thermometer.

Logs will be kept by the Health Team Manager along with current treatment documentation.

The following guide indicates the operational adjustments that will be made to drum corps activities based on the WBGT readings.

When WBGT is in the **GREEN** zone:

**WBGT** reading is **Less than 82F**, **Normal Operations. Normal Activities.**

- “3 and 3” Provide at least three shaded rest/water breaks of at least three minutes each hour.

When WBGT is in the **YELLOW** zone, the following operational adjustments will be implemented:

**WBGT** reading is **between 82F and 86.9F**. **Modified Operations**

- “15 and 5” Provide at least three shaded rest/water breaks of at least five-minute duration each hour (Total of 15 minutes rest each hour divided across three equally spaced breaks. - 15-5-15-5-15-5)

When WBGT is in the **ORANGE** zone, the following operational adjustments will be implemented:

**WBGT** reading is **between 87F and 89.9F**. **CAUTION – Modified Operations**

- “2-hour limit” Outdoor rehearsals may not exceed a total time of 2 hours. Provide at least a five-minute shaded or air-conditioned break after each 13-minute rehearsal block.

When WBGT is in the **RED** zone, the following operational adjustments will be implemented:

**WBGT** reading is **between 90F and 91.9F** **ALERT – Modified Operations**

- Alert. “1-hour limit” Outdoor rehearsals may not exceed a total time of 1 hour. Provide at least a five-minute shaded or air-conditioned break after each 13-minute rehearsal block.

When WBGT is in the **BLACK** zone, the following operational adjustments will be implemented:

**WBGT** reading is **ABOVE 92F** **WARNING. Full Outdoor Stop**

- Members will be removed from the area immediately, and all rehearsal activity will be moved into shaded or air-conditioned spaces until **WBGT** returns to 90F or below.

## Heat Exhaustion Protocol:

Heat exhaustion is a moderate illness resulting from strenuous physical exercise and environmental heat stress.

### Symptoms

- Symptoms of heat exhaustion include profound weakness and exhaustion, dizziness, syncope (fainting), muscle cramps, nausea, excessive sweating, and a flushed appearance. Core body temperature typically remains below 104 degrees Fahrenheit.

### First Aid

- Immediate action should be taken to remove the individual from the activity and place them in a cool, shaded environment.
- All equipment should be removed from the affected individual to facilitate cooling.
- Oral fluids should be given to rehydrate the individual.
- Core temperature and vital signs should be regularly assessed.

### Cooling Measures

- Cooling methods may include immersion in ice water or the application of ice towels to lower body temperature.
- In severe cases, intravenous fluid replacement may be necessary, determined by a physician.

### Recovery

- While rapid recovery is typical, the individual should not be allowed to return to activity for the remainder of the day.
- By promptly recognizing and addressing heat exhaustion symptoms, we can ensure the well-being of our performers and mitigate the risk of more serious heat-related complications.

## **Heatstroke Protocol:**

Heatstroke is a medical emergency requiring immediate attention to prevent potentially fatal outcomes.

### **Recognition:**

- Heatstroke is characterized by a very high body temperature (104 degrees Fahrenheit or greater) and central nervous system dysfunction, such as altered consciousness, seizures, or coma.
- The performer may still be sweating profusely at the time of collapse but may have hot, dry skin, indicating failure of the body's primary temperature-regulating mechanism (sweating).

### **Emergency Action:**

- Activate the emergency action plan immediately.
- Assess core temperature and vital signs promptly.

### **Cooling Measures:**

- Initiate immediate cooling of the body using cold water immersion. Alternatively, use cold, wet ice towels on a rotating basis to lower body temperature.
- The priority is to cool the individual as quickly as possible to prevent further heat-related complications.

### **Medical Care:**

- Performers who experience heatstroke should be transported to a medical facility for further evaluation and treatment.
- Hospitalization and close monitoring are essential for individuals with heatstroke.
- Remember, "cool first, transport second," as recommended by the National Athletic Trainers' Association's Inter-Association Task Force. Prompt action and appropriate medical care are crucial for the successful management of heatstroke and the prevention of serious complications.



# ACKNOWLEDGEMENT OF RECEIPT

All Gold Youth Arts Organization faculty, staff and volunteers are required to read and abide by the policy and procedures contained in this agreement. Should any questions arise, clarification and/or interpretation can be provided by the Executive Director or a member of the Board of Directors.

By my signature below, I acknowledge receipt of the Gold Youth Arts Organization Member Protection Policies and Procedures and acknowledge that I have read and agree to abide by the Member Protection Policies and Procedures contained therein. In addition, I agree that it is my responsibility to sign the attached acknowledgement of receipt and return the completed form to the Gold Youth Arts Organization Office for inclusion in my employee or volunteer file.

I am aware that if I violate any portion of this agreement, the Executive Director or a Member of the Board of Directors in conjunction with the Executive Director may, at their sole discretion, terminate my employment and/or participation in the Gold Youth Arts Organization.

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Signature

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Date

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Print First and Last Name